

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, December 5, 2016 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member ; Stephen Dielmann, Member. **ALSO PRESENT:** Gelien Perez, HR Director; Owen Kohler, Assistant City Attorney; and Annette Otaño, Secretary. **ABSENT:** Luis Zubieta, Member.

ON THE DAIS:

- Request to abolish the 2013 Recreation Leader II Eligibility List.
- Revised civil service examination criteria for Recreation Leader II.

AGENDA

1. Request to approve the minutes of the November 7, 2016 Personnel Board meeting.
APPROVED. Motion by Ms. Pena. Second by Mr. Dielmann. Passed by unanimous vote.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section5 (f) of the Civil Service Rules and regulations, received November 2016.
 1. Elida Falcon Police Department
 2. Jose Montero Police Department**APPROVED.** Motion by Ms.Pena. Second by Mr. Dielmann. Passed by unanimous vote.
3. Report of Leave without Pay for November 2016.
SO NOTED.
4. Report of Civil Service Appointments for November 2016.
 1. Juan Arriola Fire Department
 2. Curtis Champion Streets Department
 3. Osvaldo Coma Streets Department
 4. Arian Estrada Streets Department
 5. Luis Medina Streets Department
 6. Miguel Mena Streets Department
 7. Karel Villanueva Streets Department**SO NOTED.**
5. Report of Civil Service Resignations for November 2016.
 1. Luis Garcia Construction and Maintenance
 2. Mayte C. Acosta Education and Community Services
 3. Maria Toca Education and Community Services
 4. Armando Gonzalez Fire Department
 5. Jaime R. Concepcion Police Department
 6. Monique Witherspoon Public Safety Communications

- | | |
|-----------------------|--------------|
| 7. Estefany Garcia | Public Works |
| 8. Jorge Garcia | Public Works |
| 9. Maydelin Hernandez | Public Works |
- SO NOTED.**

6. Report of Maternal/Paternal Leave for November 2016.

- | | |
|----------------|-------------------|
| 1. Freddy Diaz | Police Department |
|----------------|-------------------|
- SO NOTED.**

7. Report of Leave of Absence for November 2016. **None.**
SO NOTED.

8. Request to certify the eligibility list for **Assistant Chief of Operations.**
APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

9. Request to abolish the eligibility list for the position of **Recreation Center Director** certified at the October 7, 2013 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2).
APPROVED. Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.

10. Request to rescind the exam request approved on May 2, 2016 and conduct new a civil service examination for the position of **Recreation Center Director** with the following criteria:
- a. In- house, Competitive
 - b. 40% Written
 - c. 60% Oral
 - d. Must obtain a minimum score of 70% on the written in order to be eligible to sit for the oral portion.
 - e. A passing score of 70% must be obtained on the oral portion.
 - f. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and eligibility list are attached.

Range 48 - \$1,099 - \$2,213 Bi-weekly

APPROVED. Motion by Mr. Dielmann. Second by Ms. Pena. Passed by unanimous vote.

11. Request to abolish the eligibility list for the position of **Recreation Leader II** certified at the October 7, 2013 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2).
APPROVED. Motion by Ms. Pena. Second by Mr. Alvarez. Passed by unanimous vote.

12. Request to conduct a Civil Service examination for the position of **Recreation Leader II** with the following criteria:

- a. In- house, Competitive
- b. 40% Written
- c. 60% Oral
- d. Must obtain a minimum score of 70% on the written in order to be eligible to sit for the oral portion.
- e. A passing score of 70% must be obtained on the oral portion.
- f. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and eligibility list are attached.

Range 46 - \$979 - \$1,892 Bi-weekly

APPROVED. Motion by Mr. Dielmann. Second by Ms. Pena. Passed by unanimous vote.

13. Request to conduct a new civil service examination for the position of **Small appliance and Air Conditioning Mechanic Apprentice (Orlando Delgado)** with the following criteria:

- a. In- house, Non-competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description resume are attached. (No eligibility list on file.)

Range 45 - \$939 - \$1,783 Bi-weekly

APPROVED. Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.

14. Request to hear **Unfinished Business.**

15. Request to hear **New Business.**

APPROVED. Motion by Ms. Pena. Second by Mr. Alvarez. Passed by unanimous vote.

15a. Carlos Quiroga, former Fire Engineer with City of Hialeah, petitioned for reinstatement to his former position. A special meeting will be arrange to hear Mr. Quiroga case.

NEXT PERSONNEL BOARD MEETING: Monday, January 9, 2017 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.